

# Unmanned Aircraft Systems Procedure

## Highline College

Academic Affairs Division

Unmanned aircraft system (UAS) operations, also known as drone flights, are permitted on the Highline College Des Moines campus when operated by faculty, staff, and students for educational purposes. Due to the college proximity to Seattle-Tacoma International Airport, flights are subject to the restrictions and procedures detailed below. Drones for personal use are not authorized on Highline College property.

The College must have a current, valid Certificate of Waiver or Certificate of Authorization on file with Campus Public Safety.

## Procedure

All drone flights on the Highline College Des Moines campus need to be registered 24 hours in advance with both:

- [The Port of Seattle \(via their online portal\)](#)
- Highline College Public Safety (via email)

During flight:

- All flights must meet current FAA and other regulations regarding altitude and other operating factors.
- All drone operations must take place during daylight hours.
- Users must have visual line of sight with their drone at all times.

## References

[FAA Regulations regarding UAS operation](#)  
[Sea-Tac Airport UAS Operation Guidelines](#)

## Document History

Approved by the Office of Academic Affairs

[Original includes signature]

July 1, 2018

---

Dr. Jeff Wagnitz, Vice President, Academic Affairs

---

Date